

Meeting/Teleconference Name, Date

Date, Time & Location:	Vocabulary and Common Data Elements Meeting Notes 20040603 meeting from 1300-1500 EST
Attendees:	<p>UPMC</p> <ul style="list-style-type: none">• Mike Becich• Rebecca Crowley <p>Jackson Lab</p> <ul style="list-style-type: none">• Debbie Krupke• Jim Kadin• Martin Ringwald <p>University of Hawaii</p> <ul style="list-style-type: none">• Leo Cheung <p>UC-Davis</p> <ul style="list-style-type: none">• Cecil Lynch <p>City of Hope</p> <ul style="list-style-type: none">• Hemant Shah <p>Mayo</p> <ul style="list-style-type: none">• Harold Solbrig• Chris Chute <p>Albert Einstein</p> <ul style="list-style-type: none">• Xin Zheng <p>Roswell Park</p> <ul style="list-style-type: none">• David Manning <p>EMMES Corporation</p> <ul style="list-style-type: none">• Brian Campell <p>NCICB</p> <ul style="list-style-type: none">• Peter Covitz• Leslie Derr• Frank Hartel

**caBIG***cancer Biomedical
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	<p>NCI/OC</p> <ul style="list-style-type: none">• Margaret Haber <p>SAIC</p> <ul style="list-style-type: none">• Kathleen Gundry <p>NCI</p> <ul style="list-style-type: none">• Anne Tompkins <p>BAH Team</p> <ul style="list-style-type: none">• Christine Richardson• Michael Keller <p>Christine Richardson took roll call at the start of the meeting.</p>
Agenda Item #1:	<p>I. Use Case Template</p> <ul style="list-style-type: none">• Follow up on Use Case Template <p>Christine Richardson introduced the topic of the use case template. It is a generic template to be used to identify potential proposals. It was stated that real world examples should be drafted on the Use Case forms. Project details will drive the Use Cases.</p> <p>Frank Hartel suggested using the Use Case structure utilized currently by EVS. This template asks the researcher to describe the scientific scenario addressing the need for the vocabulary services. The use case template is structured in terms of the process the researcher will go through in developing terminology.</p> <ul style="list-style-type: none">• Use Case Examples <p>Jim Kadin and Xin Zheng will work together to discuss a mouse anatomy use case example. It will be determined if they need two separate use cases or a combined use case.</p> <p>Rebecca Crowley will provide a use case example dealing with a project that will be adopted in the Tissue Banks and Pathology Tools WS.</p>



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Liaison Groups

- **Review of Architecture meeting**

Christine Richardson provided a summary of the Architecture/VCDE meeting held on 5/18/04, moderated by Peter Covitz. The issues that were identified in this meeting, were summarized by Peter. They are the following.

- The vocabulary environment and semantics need to permeate the information model.
- We need a strategy for building concept history and to guard against semantic drift.
- We need to have a universal identifier system (to combine source and object identifier)
- We need a strategy to manage concept and other changes.
- Definitions must accompany data.
- We need standardized naming conventions for data classes.
- We need some type of higher modeling representation (UML or something comparable) that allows one to graphically link data classes and define relationships.
- Multiple definitions of same term need to be managed.
- We need a mechanism to define translational services from local to shared, universal definitions.

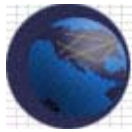
- **Upcoming ICR meeting**

This meeting is scheduled for June 9th from 2-330 EST. Denise Warzel will give a presentation on the value of CDEs and how to use them. Additionally, the CDE development governance model will be presented.

Agenda Item #3: Administrative

- **Face-to-Face Meeting**

It was decided that we would arrange a face-to-face meeting on July 19th. The July 15th V-CDE teleconference may be cancelled due to the proximity in time of the face-to-face meeting.



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- Update on SOWs

Peter Covitz suggested participants get in touch with the contracting officer at their respective Cancer Center to determine the status of the master contract processing.

Christine Richardson provided a brief overview on the contracting process.

- Master Contract

- These are common to all Cancer Centers participating in the caBIG Project.

- Workspace SOW

- This is the baseline Participant SOW-same for everyone in the WS.

- Includes:

- Participation in meetings
- Liaisons
- White Papers
- Use case templates

- Cancer Center- Specific SOW

- These will be negotiated with each Cancer Center individually for any center who serves as Developer.

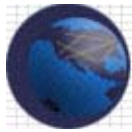
- Upcoming Meetings

We are making arrangements to hold a meeting with the Tissue Banks and Pathology Tools WS.

Other discussion items:

Action Items:

Name Responsible	Action Item	Date Due	Notes
Christine Richardson/Mike Keller	E-mail EVS use case template to group		



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	Jim Kadin	Use EVS use case structure to draft use case form for VCDE		

Please list below and attach Meeting Materials and Agenda (if prepared separately):